

March 12, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR DELEGATED AUTHORITY
TO NEGOTIATE AND CONSUMMATE MINOR LEASES
FOR VARIOUS DEPARTMENTS
(ALL) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate the authority to the Chief Administrative Office (CAO) to negotiate and consummate the minor leases shown on Exhibit A for various County Departments. Minor leases are identified as leases with a duration of no longer than three years and rental payments not exceeding \$2,500 per month, including tenant improvements, if any.
2. Find that the proposed leases are categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board.
3. Approve these projects and authorize the CAO and the Department involved to implement the projects.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the proposed action will allow the CAO to extend administratively minor leases, and to renew these leases one time, to provide the various County departments involved continued housing arrangements at their current locations.

Pursuant to the authority granted under County Code 2.08, the CAO has been consummating administratively all minor leases, whether new or re-leases, and reporting these on an annual report to your Board. However, a recent opinion from County Counsel indicated that while the CAO has the authority to execute new minor leases, a re-lease of the same facility would require Board approval.

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The recommendation proposed herein will provide for more efficient processing of these minor leases and obviate the need for a Board approval on each of the attached 46 leases.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs that we invest in public infrastructure, in order to strengthen the County's fiscal capacity. The lease of property supports this strategy by complying with the Strategic Asset Management Principles (Goal 4, Strategy 2, Objective 2).

FISCAL IMPACT/FINANCING

Since all the facilities involved are currently subject to existing leases, it is anticipated that there will be little fiscal impact, if any, from the proposed re-leases. The impact will result only from small increases in the rental rates negotiated, if any. A further limitation is that these rates can not increase beyond \$2,500 per month without your Board's approval.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed recommendations will be applicable to the 46 leases shown on Attachment A, which are due to expire during the calendar year 2002, provided the departments involved indicate a desire to stay at the current facility. New leases with the same term and rental rate limitations, at a different facility, will continue to be covered by County Code 2.08.

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- The departments involved will have to provide sufficient justification of their continued need for the space to the CAO, and the CAO will need to find that the renewal of the existing lease is the best course of action.
- The facilities involved will have to meet the criteria for seismic integrity set by the Department of Public Works to be suitable for County occupancy.
- The proposed leases will become effective upon approval and execution by the CAO.
- The proposed leases are too small for child care facilities to be incorporated.
- The proposed lease may contain a rental adjustment provision, if any, to be based on the Consumer Price Index, provided any adjustments will not cause the lease to be for a rental rate greater than \$2,500 per month.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The CAO believes that the proposed recommendations are in the best interest of the County by providing a mechanism to obtain necessary space for the various County requirements in a more efficient manner. The CAO will consummate these leases only if, upon review, they are found individually to be in the best interest of the County.

Some of the facilities shown may have additional existing County lease(s). To the extent possible, the CAO will consolidate these leases into one agreement, and if it exceeds the administrative limitations, it will be brought to your Board for its consideration.

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NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT

Since all the leases shown on Attachment A are in essence re-leases, these projects are exempt from CEQA pursuant to Class 1, section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

Respectfully submitted,

DAVID E. JANSSEN
Chief Administrative Officer

DEJ:SNY
CWW:KW:hd

Attachments (1)

c: County Counsel
Auditor-Controller
All County Departments Indicated

DEPARTMENT/Program	ADDRESS	FIRM NO.	LEASE NO.	START DATE	ENDS DATE	Additional Leases *
Fire Department Hazardous Materials Inspection Program	7300 Alondra Boulevard, Suite 203 Paramount	98360	L-0608	12/01/1998	Month-to-Month	None
Fire Department Hazardous Materials Inspection Program	24300 Narbonne Avenue Lomita	98356	L-0573	05/05/1998	Month-to-Month	None
Health Services Lake Los Angeles Clinic	16921 E. Avenue O. Space G Saddleback Plaza Palmdale	97942	L-0617	02/01/1999	Month-to-Month	1
Health Services Temporary Trailer	13300 Van Nuys Boulevard Pacoima	97826	L-0348	10/01/1994	Month-to-Month	None
Sheriff TRAPP Program	One Space Park Redondo Beach	97892	L-0605	12/10/1998	Month-to-Month	None
Library Hawaiian Gardens Library	12100 Carson Street Hawaiian Gardens	74308	P-0124	08/01/1989	Month-to-Month	None
Public Social Services GROW Program	416 N. Garey Avenue Pomona	97160	L-0585	08/01/1998	Month-to-Month	None
Public Social Services GROW Program	43770 15th Street West, Suites 270, 280, 290, Lancaster	97479 97479	L-0591 and/or L-0681	08/15/1998 03/01/2000	Month-to-Month 02/28/02	3
Public Works San Antonio Dam Flood Control Basin	5150 Mt. Baldy Road Claremont	47000	L-0469	02/17/1996	Month-to-Month	None
Sheriff Littlerock Substation	7826 Pearblossom Highway Littlerock	97891	L-0600	10/15/1998	Month-to-Month	None
Sheriff Community Policing	15625 Stafford Street, Suite 204 City of Industry	97691	L-0636	05/01/1999	Month-to-Month	None
Sheriff TRAPP Program	8353 Sepulveda Boulevard North Hills	97866	L-0505	01/13/1999	Month-to-Month	None
Sheriff TRAPP Program	15155 Garfield Boulevard Paramount	97889	L-0648	08/01/1999	Month-to-Month	None

DEPARTMENT/Program	ADDRESS	FIRM NO.	LEASE NO.	START DATE	ENDS DATE	Additional Leases *
Sheriff TRAPP Program	4200 Shirley Avenue, TRAP Program	97837	L-0404	11/16/1994	Month-to-Month	None
Sheriff TRAPP Program	1713-E East Palmdale Boulevard Palmdale	97893	L-0618	02/15/1999	Month-to-Month	None
Public Social Services All-Purpose Assembly Room	978 N. Lake Avenue Pasadena	97244	L-0775	08/16/2001	Month-to-Month	1
Children & Family Services Community Resource Center	10750 Laurel Avenue Whittier	98984	L-0745	03/06/2001	Month-to-Month	None
Sheriff Asian Task Force	1380 Fullerton Road, Suite 202 Rowland Heights	97895	L-0619	03/14/1999	03/13/2002	None
Mental Health Parking	6725 W. Sunset Boulevard Los Angeles	98052	L-0749	03/26/2001	03/25/2002	None
Children & Family Services Parking	11390 W. Olympic Boulevard West Los Angeles	97337	L-0679	02/01/2000	03/31/2002	2
Registrar-Recorder Loading Dock and Use of Trash Compactor	12440 E. Imperial Highway Norwalk	98849	L-0621	04/01/1999	03/31/2002	3
Child Support Services Parking	2934 E. Garvey Boulevard West Covina	97478	L-0624	04/15/1999	04/14/2002	3
Sheriff Marina Parking	13837 W. Fiji Way Marina Del Rey	97749	L-0623	05/04/1999	05/03/2002	None
Parks & Recreation Saybrook Park	6300 East Northside Drive East Los Angeles	98423	L-0625	06/01/1999	05/31/2002	None
Sheriff Automotive Repair Facility	1817 E. Avenue "Q" Palmdale	97682	L-0630	06/15/1999	06/14/2002	None
Comm & Senior Services Third District Field Office	11243 Glenoaks Boulevard, Suite 1 Pacoima	98683	MA-0637	07/01/1999	06/30/2002	None

DEPARTMENT/Program	ADDRESS	FIRM NO.	LEASE NO.	START DATE	ENDS DATE	Additional Leases *
Health Services Parking	10702 S. Western Avenue Los Angeles	97851	L-0640	08/01/1999	06/30/2002	None
Ag Comm/W & M Inspectors Headquarters	5600 Century Boulevard LAX Air Freight Building No. 1 Los Angeles	98214	L-0644	07/01/1999	06/30/2002	None
Parks & Recreation Permit for Signboard	24701 Lake Hughes Road Castaic Area	98408	L-0610	07/01/1999	06/30/2002	None
Sheriff Storefront Sub-Station	25930 North The Old Road Valencia	97685	L-0632	07/01/1999	06/30/2002	None
Board of Supervisors Third District Field Office	26500 W. Agoura Rd., Suite 206 Calabasas	98690	L-0635	07/22/1999	07/21/2002	None
Health Services HIV Epidemiology	1650 Ivar Avenue Hollywood	97853	L-0764	08/01/2001	07/31/2002	None
Board of Supervisors Fifth District Field Office	23920 W. Valencia Boulevard Suite 265 Santa Clarita	98685	L-0645	08/02/1999	08/01/2002	None
Sheriff Community Policing	18828 Soledad Canyon Road Suite H Santa Clarita	97692	L-0664	08/18/1999	08/17/2002	None
Health Services Public Health	2651 Elm Street, Suite 100 Long Beach	97854	L-0776	09/01/2001	08/31/2002	None
Public Social Services Parking	10831 W. Pico Boulevard Los Angeles	97141	L-0662	10/01/1999	09/30/2002	None
Public Social Services Parking	8017 S. Atlantic Boulevard Cudahy	97125	L-0667	10/20/1999	10/19/2002	None
Fire Department Fire Station No. 155	Two Harbors Catalina Island	98253	L-0660	10/21/1999	10/20/2002	None
Public Social Services Parking	4030-4080 N. Mission Road Los Angeles	97124	L-0779	11/01/2001	10/31/2002	None

DEPARTMENT/Program	ADDRESS	FIRM NO.	LEASE NO.	START DATE	ENDS DATE	Additional Leases *
Public Social Services Parking	2765 E. Olympic Boulevard Los Angeles	97143	L-0668	11/29/1999	11/28/2002	None
Sheriff Sheriffs Residence	20 Avalon Canyon Road Catalina Island	97741	L-0663	12/01/1999	11/30/2002	None
Parks & Recreation Right-of-Way Easement for Pedestrian Walkway & Bike Path	L.A. Air Force Base El Segundo	98406	L-0597	12/01/1997	11/30/2002	None
District Attorney Parking	5245 Pacific Concourse Drive Los Angeles	97791	L-0671	12/12/1999	12/11/2002	None
Fire Department Fire Station No. 75 Parking	23310 Lake Manor Drive Chatsworth	98353	L-0674*	12/15/1999	12/14/2002	None
Superior Court Parking	1772 Labaig Avenue Hollywood	97557	L-0626	12/27/1999	12/26/2002	None
Public Social Services Parking	900 N. Lake Avenue Pasadena	97214	L-0123	01/01/2000	12/31/2002	None

* Additional leases in the building regular (Board approved) or minor leases which are not due in 2002